

**Texas Board of Occupational Therapy Examiners**  
**Occupational Therapy Supervision Log**

Please read reverse side for instructions and information.  
*Make copies of this page as needed for your own documentation.*

Name of Licensee: \_\_\_\_\_

License #: \_\_\_\_\_

Temporary License                      or                      Regular License

Name of Supervisor(s) & License Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer or Facility: \_\_\_\_\_

1	2-3		4-5		6	7
Year	Direct observation of the provision of OT services to patients/clients		Other Supervision/ Communication		Total Hours Supervision	Hours Worked/ Notes
	Hours & Date	Supervisor's Initials	Hours	Supervisor's Initials		
Jan						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						

- The Log is a good way to maintain a record of your supervision for your and your employer's records.
- Copy the blank log. Make as many copies as you need.
- Complete your documentation each month.

Licensees maintain and retain their own log. If you work for more than one employer, complete a separate log for each. Fill in your name, the year & date, and the names of the all the OTs, whether full time, part time, or PRN who delegate to you. They must all participate in the supervision time.

If you change supervisors, within 30 days of the change, either complete our online Change of Supervision form or download and complete the OTA Supervision form and fax or send it to the Board within 30 days of the change. (Both are available on the forms page of our website.) Changes to contact and work information must also be reported to the Board within 30 days.

#### **INSTRUCTIONS:**

In Column 1, record the year reflected in this log.

In Columns 2 and 3, record the hours you are observed working directly with patients.

In Columns 4 and 5, record the number of hours of any other supervision (not the direct supervision), such as documentation and case review, telephone contact, email, etc.

In Column 6, record the total hours of supervision for that month (in other words, the sum of Columns 2 and 4).

In Column 7, you can reflect an average or shortened workweek or include notes to remind you of special circumstances.

You may attach additional pages if necessary.

## **SUPERVISION RULES** **Read OT Rules** **Chapter 373, Supervision**

### **Supervision of an OTA with a Temporary License:**

Sixteen (16) hours of supervision a month of which at least twelve (12) hours are through telephone, written report or conference, including the review of progress of patients/clients assigned; plus

Four (4) or more hours of supervision a month which are face-to-face, real time supervision with the temporary licensee providing services to one or more patients/clients.

### **Supervision of a Licensed Occupational Therapy Assistant:**

A minimum of six (6) hours a month of frequent communication between the supervising occupational therapist(s) and the occupational therapy assistant by telephone, written report, email, conference, etc., including review of progress of patients/clients assigned, plus,

A minimum of two (2) hours of supervision a month of face-to-face, real time interaction with the occupational therapist(s) observing the occupational therapy assistant providing services with patients/clients.

- Occupational therapy assistants working part-time or less than a full month within a given month may pro-rate these hours, but shall document no less than four (4) hours of supervision per month, one (1) hour of which includes face-to-face, real time interaction by the occupational therapist(s) observing the occupational therapy assistant providing services with patients/clients.
- Check the website for changes in rules & other information at: <http://www.ptot.texas.gov>

**Do not mail the Supervision Log with your renewal.**  
**Retain for your records.**